



**CLASSROOM SUITE**  
by INTELLITOOLS®

# **QUICKSTART**

***Classroom Suite***  
**Version 4**

**CTG 2007**



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## ***Classroom Suite 4* An Intervention Tool for All Students**

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*Classroom Suite* is a unique intervention tool that combines the power of direct instruction within a flexible tool environment to help students in grades Pre-K through 5 achieve mastery in reading, writing and math.

*Classroom Suite* provides students with explicit instruction, constructive practice and embedded assessments. Teachers can utilize the report data and student portfolios to gauge progress and individualize instruction for their students. *Classroom Suite* includes research-based activity templates that can be used out-of-the-box, or easily customized to meet targeted needs. Lessons can even be sequenced into “intelligent” units to align with district or core curriculum.

### **How will students and teachers use *Classroom Suite 4*?**

#### **Individual Students on an IEP:**

Activities are easily individualized to address specific instructional needs cited on IEP, and are perfect for collecting data for the IEP and alternative assessments.

#### **RTI (Response to Intervention) for Struggling Students**

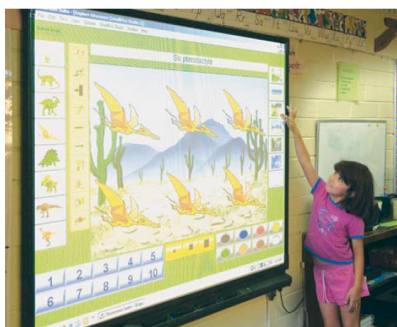
Teachers can individualize reading and math instruction for students who are at risk or to provide supplementary instruction to district or core reading curriculums.

#### **Small Groups of Students Struggling with a Common Concept**

Explore concepts and take-turns. All activities are switch and keyboard accessible, allowing students with physical disabilities to work with their peers.

#### **Whole Group Instruction**

Multimedia concept models and creativity tools, all supported by interactive text, pictures, and buttons, make *Classroom Suite 4* ideal for use with interactive white boards.



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## Introduction to *Classroom Suite 4*

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### What are the new features of *Classroom Suite 4*?

- New Navigation screens offering easy access to frequently used features and screens.
- Easy to use Dialog box authoring – quickly select your options and publish an activity.
- New templates for creating Early Learning activities for emergent learners.
- Reading templates, including Phonemic Awareness, Phonics, Vocabulary, Fluency and Comprehension, based on the National Reading Panel.
- Interactive Math instruction targeting number sense and automaticity using on screen manipulatives.
- Expanded Reports templates that include a Mind Mapping tool.
- Creativity Tools for whole class instruction and student presentations.
- Automatic reports to track student data.
- Assessment templates to test for placement and pinpoint areas for targeted instruction.
- Ability to group activities into intelligent units that support district or basal curriculum.

### What are the learning supports built into *Classroom Suite 4*?

#### Multimedia Learning

*Classroom Suite 4* provides an engaging learning environment utilizing the power of multimedia. Text can be read aloud to support early readers. Concepts can be animated to support differentiated instruction. Word Prediction and Spell Check provide students access to writing and editing support.

#### Model, Practice, Apply

*Classroom Suite* performs like an excellent instructor. Great teachers give direction (Model), support guided practices with their class (Practice), and then turn the reins over to their students (Apply). With *Classroom Suite*, students are led through three stages:

**Show Me**—The computer plays a video-like sequence to orient the student to the lesson.

**Practice**—The student practices and learns as the software provides strategic and corrective feedback.

**Challenge**—The educational objective is identical to “Practice,” but the corrective feedback is withdrawn and data is collected for reports. If the student displays mastery in Challenge, she moves on to the next activity. If she fails to master the assignment, she receives more practice with more strategic feedback.

#### Individualized instruction

Lessons can be individualized in a few seconds and can be organized into units that fit your district or core curriculum. Lessons determine the mastery level of individual students which then leads to more practice or advancement.

#### Easy tracking of student progress

Each activity captures data, such as scores and time it took to complete an activity. This enables you to monitor the student’s progress or determine where additional, direct instruction, may be necessary.

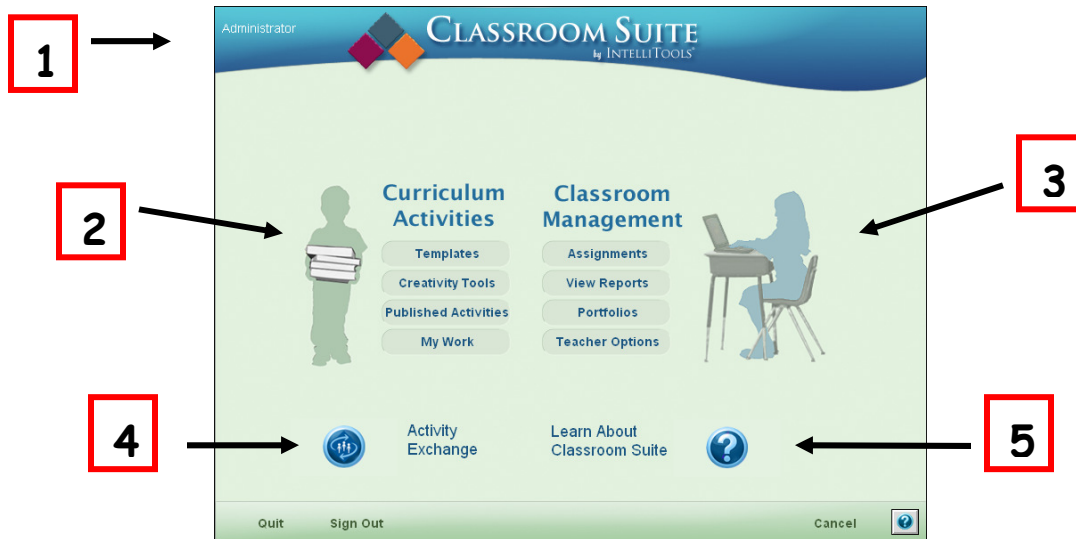
Reports can be printed out as support documents for IEP meetings, or information in a parent communication packet.

#### Powerful HELP system

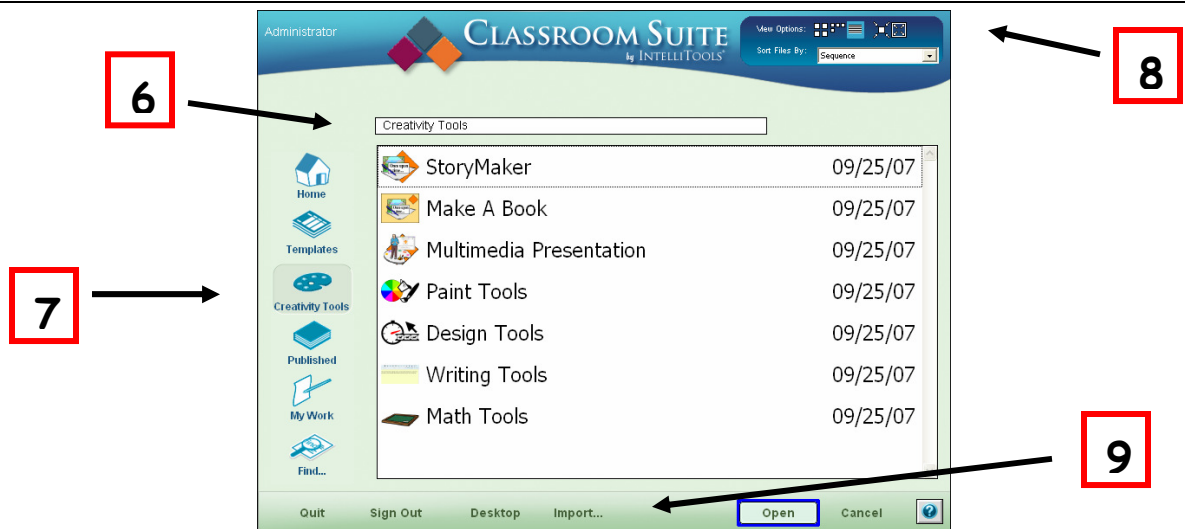
For teachers who are new to *Classroom Suite* the browser-based Help system provides extensive support on all topics, templates, and features of the product.

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## Navigating Classroom Suite 4



1. Indicates the user that is signed in.
2. This area provides you with quick access to the files and tools you need to customize Templates, view your Published Activities, or use the Creativity Tools.
3. This area provides you the tools to assign activities, create units, generate reports and manage students and classes.
4. This opens a link to the IntelliTools Activity Exchange Internet page where you can find and share activities with other teachers.
5. This opens a Help page containing resources designed to give you a jump-start.



6. Indicates the folder (and path) you are currently viewing.
7. These buttons are for accessing the folders you have permission to access.
8. These buttons are for changing View Options to list view or icon view.
9. In addition to Quit and Sign Out options:
  - Desktop - access and open a file.
  - Import - to specify a file to import.
  - Export - to export a selected file to a location on your computer.

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## The Curriculum Activities

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### Reading

*Classroom Suite* is anchored in the research by the National Reading Panel, the Florida Center for Reading Research, and research conducted with Karen Erickson, PhD, of the Center for Literacy and Disability Studies. *Classroom Suite* is an ideal tool for creating reading interventions based on DIBELS™ screening data.

There are five key areas of Reading addressed in *Classroom Suite*:

1. Phonemic Awareness – Sound matching, isolating, segmenting, blending, and manipulating
2. Phonics – Letter-sound correspondence, high frequency words, major and minor sounds, syllable patterns, compound words, and affixes.
3. Fluency – Building word, sentence, and paragraph reading fluency.
4. Vocabulary – Building student vocabulary by creating personal vocabulary notebooks.
5. Comprehension – Building comprehension through strategic approaches.

### Writing

The scaffolded writing instruction integrated into *Classroom Suite* helps students to both master the stages of the writing process (brainstorming, organizing, drafting, editing, publishing) as well as have opportunities to learn to write in various genres.

### Math

The math interactions in *Classroom Suite* are based upon research in mathematical models and automaticity. Manipulative models and computational sequences reflect the latest research from the National Science Foundation, and NCTM.

There are six key areas of Math addressed in *Classroom Suite*:

1. Early Math Concepts – Counting, sorting, and patterns.
2. Addition and Subtraction – Problems are presented using multiple models to teach the basic concept. Students use manipulative models to learn strategies in solving problems with large numbers. Activities are sequenced in order of difficulty.
3. Multiplication and Division – Commutative and distributive properties.
4. Place Value – Understanding how to build numbers and regrouping.
5. Fractions – Using manipulatives to create fractions, addition and subtraction of fractions with common denominators.
6. Decimals – Using manipulatives to create decimals, addition and subtraction of decimals to the hundredths.

### Early Learning

*Classroom Suite* includes engaging early learning activities for emergent learners. These teach the following basics skills:

1. Easy Explore – Colors, numbers, sizes, movements, sentence and vocabulary building.
2. 2 Choice – Create a simple test.
3. Errorless Writing – Students develop reading and writing fluency in a word bank activity.
4. Puzzles – A simple cause and effect activity for engaging switch users.
5. Left Right – Switch training for student graduating to using two switches.

### Creativity Tools

The Creativity Tools serve multiple purposes. They can be used by the Student to create multimedia presentations and provide writing support. They can be used by the Teacher to create activities from scratch rather than customizing an existing template. These Tools do not contain curriculum content.

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## Using the Templates to Customize Curriculum and Publish Activities

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### Using Templates to Adapt Your Curriculum

*Classroom Suite* templates contain research-based curriculum that supports national educational standards. Templates provide you the opportunity to choose the content to match your curriculum needs.

There are dozens of templates organized into four main categories: Early Learning, Math, Reading, and Writing.

### Pinpointing Skills for Reinforcement

As you observe students working in the classroom, make notes about any problem areas. Then select the appropriate template that would allow students to practice the skills they are struggling to master. Refer to the Flow Charts printed separately to help in determining which templates address the skills with which the student is struggling.

### Using a Template

Most templates share these common features:

**Customize** – opens a dialog box in which you can change variables in the template, like pictures, number of manipulatives, etc.

**Preview** – enables you to try out the activity using the current options set. Click Done to close the preview.

**Publish** – publishes an activity based on the current settings so that you can assign it and students can use it. You can find Published activities in the Published folder in the Home and Navigation screens.

**Instructions** – provides you with detailed instructions for using the template.

### Customizing Templates

Each *Classroom Suite* template can be customized to align with the specific skills, lessons, or core curriculum that you are focusing on with your students. Some examples of modifications you can make include: pictures, number of questions or items, range of numbers, types of manipulatives, as well as targeted sounds.

To open the Customize dialog box, click the **Customize** button on the Teacher page or within the Preview activity.

The Customize dialog box you see depends on the current template and its associated options. Pictured below is an example of a typical Customize dialog box.

The screenshot shows a dialog box titled "Match Sounds" with a blue header bar. Below the header are four tabs: "Activity Options" (selected), "Practice and Challenge", "Advanced", and "Version". The main area contains three numbered steps for customization:

- 1: Choose the type of activity: A dropdown menu is set to "Initial Sound". Below it is an unchecked checkbox labeled "Include words with Consonant Blends".
- 2: Choose the number of sounds to match: A dropdown menu is set to "3".
- 3: Choose the sounds to match: Three rows of dropdown menus are provided. The first row is labeled "First sound" and set to "/d/ as in dog". The second row is labeled "Second sound" and set to "/f/ as in fat". The third row is labeled "Third sound" and set to "/h/ as in hot".

At the bottom of the dialog box are four buttons: "More Options...", "OK", "Cancel", and a help icon (a question mark inside a circle).

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## Assessment in Classroom Suite

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*Classroom Suite 4* provides three highly-integrated feature sets designed to help you with diagnosis and placement of students.

- Assessment and Automaticity Templates
- Reports
- Unit Builder

### Assessment and Automaticity Templates

Assessment and Automaticity templates measure high-stakes Math and Reading skills, enabling you to diagnose areas of weakness and pinpoint where intervention may be required. If taken at the beginning of the school year, these activities also allow you to determine baseline skill level for placement purposes.

Typical assessments are for gauging:

- Accuracy
- Fluency (for students with special needs this may include Response Latency).

### Reports

Each activity in *Classroom Suite 4* captures data, such as scores and time it took to complete an activity. This enables you to monitor the student's progress and to determine where additional, direct instruction may be necessary.

You can generate a report for any activity or student by using the Generate Report option in the Teacher Options dialog box, and view a report at any time by clicking View Report on the Home Page.

### Unit Builder

The Unit Builder allows you to link activities into a sequence for the purpose of building skills, managing student time, keeping unit lessons together, or for creating a series of scaffolded activities. Students can rapidly progress through a Unit. You can set the parameters for determining if and when students can continue through the sequence of activities based upon scores in the Challenge portion of the activity.

You can create a Unit by going to the Home Page, selecting Teacher Options, selecting Assignments and clicking Unit Builder.

### Measuring Response Latency

When assessing fluency, consider whether you want information on a student's response latency.

Response latency refers to the time it takes to physically input an answer once the student knows it. For students who use a mouse, this time is typically short and does not vary. For students with special needs, such as switch scanners or IntelliKeys users, this time can be much longer and can vary a great deal depending on the location of the answer on the screen or the keyboard.

If you do want to account for individual variations in students' response latency, you can assign each student a Response Latency Assessment activity to measure the baseline response time. When a student completes the activity, the program saves the resulting data to use for subsequent activities, adding the baseline response latency to the default time allotted for the activity.

You can measure Response Latency by opening a Response Latency template found in the Assessment folder in both the Reading and Math Templates area of the program.

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## Student and Classroom Management

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Teachers and program Administrators can perform administrative and management tasks, including:

- Student and class setup
- User management, including Preferences
- Student assignments
- Report generation

Classroom Management access is through the Home page. Click the link to Home from the Navigation page. Within an activity you can choose File/Open to go to the Navigation page.

### Classroom Management Features

#### Create Students

To create students or teachers you must be signed in as Administrator or as a Teacher.

1. From the Home page, select Teacher Options.
2. Click the New button to open the User Properties dialog box.
3. From the User Level drop down list, select Student.
4. Enter a unique Sign In Name.
5. Passwords are optional for Students.
6. Click OK.

#### Assignments

**Note:** before being able to Assign work you must have activities saved in the Published Activities folder.

This button opens the Assignments dialog box, in which you can assign activities to students and classes by using the Assignments tab, as well as receive notice of students' completed assignments by using the Notices tab.

To assign activities:

1. From the Home page, select Assignments.
2. In the Assignments dialog box, choose All Students from the Users drop down list.
3. Shift+click to select one or more students from the list.
4. Click the Add button. The Navigation screen opens showing the contents of the Published Activities folder.
5. Select the activity you want to assign. Select Open.

#### View Reports

This button opens the Reports folder in which you can find saved reports about students' work. Reports show all responses (correct and incorrect) as well as scores.

To view reports:

1. From the Home page, select View Reports.
2. Double-click the desired report from the list to open it.

#### Portfolios

The Portfolios folder contains activities that are not 'scored' and do not lend themselves to the report format such as Journals, Letters, Book Reports, Autobiographies, etc. The program saves the students' completed activities into the Portfolios folder so you can open the activity to view and/or print the students' work.

## Classroom Suite 4 System requirements

Standalone and Network Client	Network Server
<p>Windows® Pentium II (300 MHz) Win 2000, XP (excludes XP 64 bit Edition), Vista; Win 2000 and Win XP - 128MB RAM; Win Vista—1GB RAM</p> <p><b>Note:</b> For Voice Text speaking voices a minimum of 700MHz and 256 MB RAM is required.</p> <p>Standalone: 1.2GB hard drive space; Network Client: 220MB hard drive space; 16 bit hi colors 1024x768 <i>Overlay Maker 3</i> required to create <i>IntelliKeys</i> overlays</p> <p>Macintosh® G3 333MHz OS 10.2 – 10.4; OS 10.2 and 10.3 – 128MB RAM; OS 10.4 – 256MB RAM: Standalone: 1.2GB hard drive space; Network Client: 220MB hard drive space; Thousands colors 1024x768 <i>Overlay Maker 3</i> required to create <i>IntelliKeys</i> overlays</p>	<p>Windows®/PC Pentium II 300MHz; Windows 2000/2003 Server; Novell 6.5 with NFA for Win &amp; Mac clients; 256 MB RAM; 1.2 GB hard drive space; Local Area Network minimum connection speed: 10 Mbps</p> <p>Macintosh® G3 333MHz; Mac OS X Server 10.2 – 10.4; 256 MB RAM; 1.2 GB hard drive space; Local Area Network minimum connection speed: 10 Mbps</p>

## Introductory Pricing and Ordering information

CF7166457	Classroom Suite: includes Product CD, Getting Started, and Voice Text high-quality voices for Windows. Access Supplement sold separately.	\$299.95
CF7166465	Classroom Suite Five Pack	\$1,349.00
CS7166473	Access Supplement: includes 12 IntelliKeys Classroom Suite Overlays	\$24.95
CF7166481	Access Bundle #5: includes IntelliKeys USB, Overlay Maker 3, Classroom Suite, and Access Supplement	\$799.00
CF7166490	Access Bundle #5 Five Pack	\$3,600.00
CF7166502	Access Bundle #6: includes Overlay Maker 3, Classroom Suite, and Access Supplement	\$439.00
CF7166511	Access Bundle #6 Five Pack	\$1,865.00
For Upgrade Pricing or Network (LAN) Version pricing information, stop by our booth at CTG (Plaza 1) or call (800) 899-6687; (707) 773-2000.		

## NOTES: